



State of Michigan – MDNR
Belle Isle Park
2 Inselruhe, Detroit, MI 48207
Phone: (313) 821-9844 | Fax: (313) 821-9848

Belle Isle Park Casino Rental Agreement

Date of Event: _____ Anticipated Number of Guests: _____

Type of Event: _____

Time of Rental (list beginning and ending times): _____

Actual Event Time (list beginning and ending times): _____

Please Note: All events must end by 12:00 a.m.

Client/Authorized Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (home) _____ (cell) _____

Driver's License: _____ Exp.: _____

Additional Comments: _____

FOR OFFICE USE ONLY

Hours in Standard Rental: _____ Additional Hours Requested: _____

Standard Rental Fee: \$ _____ Additional Fees: \$ _____ Security Deposit: \$ _____

Total Due: \$ _____ Date Paid: _____ Method of Payment: _____

Department Representative: _____

RENTAL INFORMATION

The Belle Isle Casino is a rental facility that can accommodate approximately 250 guests on the lower level and 300 guests on the upper level. The rental cost for the Belle Isle Casino is \$2000.00. This amount includes a \$500 refundable security deposit which will be refunded approximately 2 to 4 weeks after the event. Security deposits are refundable based on the condition of the building after the event. The total facility rental fee is due at the time the contract is signed.

The standard rental fee includes eight (8) hours of rental time. Any additional time is \$100.00 per hour. Please include additional hours needed in the total hours requested.

Events at the Casino must end no later than 12:00 a.m.

Any request to change the time (after the contract has been signed) must be submitted at least sixty (60) days prior to the event.

SECURITY DEPOSIT

The department may, at its discretion, forfeit any or all of the security deposit because of, but not limited to, the following reasons:

- The client/guests do not adhere to the facility guidelines.
- Damage caused by negligent acts of the client, guests or contractors.
- The facility is not properly cleaned after the event.
- The event exceeds the scheduled time.

FACILITY SETUP

Tables and chairs are included in the rental agreement, however, the client/authorized representative will be responsible for setting up the tables and the chairs. All tables and chairs must be returned back to the storage/equipment room at the end of the event.

Belle Isle cannot store items (linen, dishes, rented tables/chairs, etc.) **NO EXCEPTIONS.**

USE OF THE KITCHEN

The kitchen may be used to warm or prep for food service. Cooking in the kitchen is prohibited.

The kitchen must be cleaned and returned to the same condition it was in prior to the rental. Cleaning should include the oven, oven tops, countertop, refrigerator, and sinks. *Do not* dispose of grease and/or food in any sink or toilet. Any spills must be wiped up, and all garbage must be pulled from trash cans, bagged properly and disposed of in the trash receptacle outside of the venue.

In the event the kitchen is not cleaned properly or there is damage to the property, the department may at its discretion forfeit any and/or all of your security deposit.

CLEANING

A facility checklist will be completed with the client/ authorized representative and someone from the Belle Isle Park staff prior to the start of the event and at the conclusion of the event.

The client/authorized representative of the contract is responsible for the cleanup of the entire facility. Cleanup of the facility must be completed by the end of your rental period. The entire facility must be left in the same condition as prior to your event.

All tables and chairs must be returned to the storage area/equipment room. All garbage must be pulled from trash cans, bagged properly and disposed of in the trash receptacle outside of the venue.

CANCELLATION POLICY

Belle Isle Park Management has the right to cancel 60 days prior to an event for any reason, including unforeseen circumstances. We also have the right to cancel or discontinue an event if a client and/or any of the guests do not adhere to the facility guidelines (see attached).

Cancellations must be made in writing by the client/authorized representative.

If a cancellation is made **more than 60 days** prior to the event, all monies will be refunded minus a \$200.00 cancellation fee.

If a cancellation is made **less than 60 days** prior to the event, only the Security Deposit will be refunded.

We will not transfer funds to another date or facility. (NO EXCEPTIONS)

RECREATION PASSPORT POLICY

All visitors are required to adhere to the State of Michigan Recreation Passport Policy. State Recreation passports are needed on all vehicles to gain entry into the park. If not already purchased through the Secretary of State, the passport is \$11.00 (annually) for Michigan registered vehicles and \$9.00 (daily) or \$31.00 (annually) for non-Michigan vehicles. Commercial vehicles are \$16.00 (daily). Recreation Passports may be obtained at the park office during regular business hours or at the booth upon entering the park. Please visit our website for more details . . . www.michigan.gov/recreationpassport.

I understand, acknowledge and agree to adhere to the terms, rules and guidelines set forth in this contract and attached facility guidelines issued by the State of Michigan, DNR-Belle Isle Park.

Client/Authorized Representative

Date

Department Representative

Date

FACILITY GUIDELINES

The following Rules and Guidelines will apply to all rental facilities at Belle Isle Park.

- Individual(s) and/or organization(s) requesting to use Belle Isle Park facilities must complete and sign a rental agreement. The individual(s) and/or organization(s) will use the facility only for the purpose specified on the rental contract. A representative from Belle Isle Park must approve all agreements. Property surrounding the rental facility is open to the public and is not a part of the rental agreement, unless duly noted.
- The State of Michigan reserves the right to require individual(s) and/or organization(s) to furnish liability insurance, which should also insure the City of Detroit.
- The State of Michigan reserves the right to require individual(s) and/or organization(s) to furnish bonded private guards and/or personnel to properly govern the conduct of all persons, and to safeguard the facility's property and guests.
- The representative of the contract is responsible for the cleanup of the entire facility. The entire facility must be returned in the same conditions as it was received prior to your event. A facility checklist will be completed with the contract applicant or an authorized representative and someone from the Belle Isle Park prior to the start of the event and at the conclusion of the event.
- The kitchen must be cleaned and returned in the same condition it was in prior to your rental. Cleaning should include the oven, oven tops, countertop, refrigerator, and sinks. Do not dispose of grease and/or food in any sink or toilet. All tables and chairs must be returned to the storage area/equipment room. All garbage must be pulled from trash cans, bagged and properly disposed of in the trash receptacle outside of the venue.
- In the event the facility guidelines are not adhered to, and/or if any damage occurs to and/or around the building, if facility is not properly cleaned, or your event exceeds your scheduled time, the department may at its discretion forfeit any and/or all of your security deposit.
- All rehearsals must be conducted Monday-Friday between the hours of 9 am and 4 pm. A department representative must approve all rehearsal dates and times.
- Smoking is prohibited in the building (NO EXCEPTIONS)
- Alcohol may be **SERVED** in the building for no additional charge or permits. If you would like to **SELL** alcohol beverages a liquor license must be obtained from the State of Michigan.
- We will host ticketed events at Belle Isle, however, ticket sales must take place prior to the event. **TICKET SALES ON PARK PROPERTY IS PROHIBITED ("CITY OF DETROIT ORDINANCE # 40-1-24")**
- Belle Isle Park Management has the right to monitor each event to assure that the contract representative or organization adheres to the rental agreement and guidelines.

- All individual(s) and/or organization(s) must adhere to all Federal, State and Local laws relating to the use/serving of alcoholic beverages. **NO ONE UNDER THE AGE OF TWENTY-ONE (21) MAY CONSUME OR SERVE ALCOHOL BEVERAGES.**
- Representatives for an event should remain onsite for the duration of the event and until all patrons (and vendors) have left the premises.
- The renter or signer of the agreement will be held responsible for any damages incurred due to the actions of their guests, or contracted person(s). Responsible party must report any accidents, unlawful acts or violations of these rules and conditions to the park staff or State of Michigan representative immediately.
- The State of Michigan and/or its employees will not assume the responsibility for deliveries or loss of goods, merchandising and/or other articles of value. The State of Michigan and/or its employees are not responsible for the loss or theft of any property of the rental group or persons attending the event. All equipment and supplies must be removed immediately after the event has ended. The State of Michigan or its employees are not responsible for any equipment or supplies left behind. We DO NOT store items, equipment or rental supplies overnight. (NO EXCEPTIONS)
- No decorations or signs shall be placed in or on walls and ceilings by nails, tacks, screws, wire or adhesive tape. Hanging of banners, signs, drapes, etc. must be arranged and approved by the Administrator for Belle Isle.
- Tables and chairs must remain inside the building. No tape, staples, etc. can be used on the tables and chairs.
- The State of Michigan representative and representative of contract will inspect the rented areas prior to the start of the event and after, for damages. All damages will be charged to the renter or signer of agreement.
- Corrective and immediate action will be taken, if found that the representative or organization, or any of its guests are in violation of signed guidelines, at which time the State of Michigan has the right to cancel and/or discontinue event.
- I understand that all visitors are required to adhere to the State of Michigan Recreation Passport Policy. State Recreation passports are needed on all vehicles to gain entry into the park. If not already purchased through the Secretary of State, the passport is \$11.00 (annually) for Michigan registered vehicles and \$9.00 (daily) or \$31.00 (annually) for non-Michigan vehicles. Commercial vehicles are \$16.00 (daily). Recreation Passports may be obtained at the park office during regular business hours or at the booth upon entering the park. Please visit our website for more details . . . www.michigan.gov/recreationpassport.

I have read and agree to adhere to the facility guidelines.

Client/Authorized Representative

Date

Department Representative

Date